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**portfolio**

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| ITEM | COMMENTS | MARK |
| 1. **COVER PAGE** | --YOUR NAME (1)  --COURSE NAME (1)  --MY NAME (1)  --NAME OF YOUR BUSINESS (1)  --PORTFOLIO (1)  --IMAGE REPRESENTING YOUR BUSINESS (1) | 6 marks |
| 1. **JUNIOR ACHIEVEMENT** | --Describe what Junior Achievement is in your own words (minimum 4 sentences)  (8 )  --What is the mission statement for JA (3) ..you can just copy it from the handbook…but provide a reference where it came from  --Create your own mission statement for JA (5)..use your own words.  --Insert the logo for JA in this section (2 )  --Identify the other businesses in your class – name and one line description (2 ) | 20 marks |
| 1. **INTRODUCTORY INFORMATION** | --DESCRIBE THE BUSINESS (5)    --LOGO AND EXPLANATION (3)  --MISSION STATEMENT & VALUES FOR BUSINESS & EXPLAINED  (7) | 15 MARKS |
| 1. **DESCRIBE YOUR ROLE**   **INCLUDE THE CHART** | --COPY ROLE DESCRIPTION FROM HANDBOOK AND ADD TO IT AS NEEDED (5)  --RECORD EXPLANATION OF EVERYTHING YOU HAVE DONE FOR THIS POSITION.  KEY IN A DIFFERENT FONT-- UNDER EACH ITEM ABOVE-- WHAT YOU DID TO ACCOMPLISH EACH RESPONSIBILITY …PROVIDE PICTURES, EXPLANATIONS, DOCUMENTS, ETC.)  REFER TO DOCUMENTS YOU CREATED….ALL OF THESE WILL BE INCLUDED IN AN APPENDIX AT THE END OF YOUR PORTFOLIO  It is a good idea to create this as a chart..so it is easy to add information to.  YOU SHOULD HAVE AT LEAST 10 PIECES OF EVIDENCE AND EXPLANATIONS (4 X 10 = 40 MARKS) | 45 MARKS |

**PORTFOLIO PART B**

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| ITEM | COMMENTS | MARK |
| D.BUSINESS NORMS | Identify and explain the norms that your business felt were important. Identify the norm that your business felt was the most important.  DESCRIBE ANY OCCURRENCES WHERE YOUR NORMS HAD TO COME IN TO PLAY. | 5 MARKS |
| E.HAVING AN ENTREPRENEURIAL SPIRIT | You had filled out page 9 and 10 at the beginning of the semester, take a picture or photocopy and insert your answers. | 5 MARKS |
| F. HIGHLIGHTS OF THE JA PROGRAM | BELOW | 15 MARKS |

**a) Getting Inspired** (Pages 6 – 17) The following topics were discussed…pick one of the following and expand on…as a highlight that you found interesting or enjoyable. (5 marks) Provide pictures as well if you can.

--Innovation

--Entrepreneurial characteristics

--entrepreneurial seal assessment

--team building

-individual strengths and weaknesses

**b) Identifying the Business Venture** (pages 22 – 43) (5 marks)…pick one of the following and expand on…as a highlight that you found interesting or enjoyable. Provide pictures as well if you can.

----ideas into opportunity (brainstorming, assessing ideas)

--requirements and set share prices

--choosing a company name, logo and slogan

--create a business mission statement

-building seed capital

**c) Building the Organization** (p. 45 – 68) (5 marks)…pick one of the following and…. Provide pictures as well if you can.

--define leadership and management roles and responsibilities

--create business plan

--producing

--selling

--managing money

--staying motivated

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| ITEM | COMMENTS | MARKS |
| G. BUSINESS ETHICS IS EVERYONES’ BUSINESS | COMPLETE CHART THAT IS PROVIDED ON PAGE 72…USING EXAMPLES…THEY DO NOT HAVE TO BE FROM YOUR BUSINESS | 6 MARKS |
| H. STRATEGIES FOR ACHIEVING GOALS | P. 78 EXPLAIN THE TRIANGLE  TIME  BUDGET  QUALITY | 6 MARKS |
| I. **CHECKLIST FOR ACHIEVING QUALITY AND MEETING COMPANY GOALS** | KEY IN THE LIST (page 78 – 79), WITH ONE PHRASE TO EXPLAIN (MIN) AND ONE PHRASE TO RELATE TO YOUR JA BUSINESS .  1-10 | 20 MARKS |
| J.REFLECTION | **IF YOU WERE DESCRIBING YOUR JA COMPANY TO A FRIEND, WHAT WOULD YOU SAY?** | 10 MARKS |
| K.REFLECTION | **IF YOUR TEACHER COULD ADD IMPROVEMENTS TO THE JA EXPERIENCE, WHAT ARE THREE THINGS YOU WOULD SUGGEST** | 10 MARKS |
| L.REFLECTION | **WHAT WERE THE IMPORTANT THINGS YOU LEARNED ABOUT YOURSELF**? (copy this title to a new page)(SKILLS, ABILITIES, INTERESTS, MOTIVATION, ET.C) DURING THE OPERATIONS PHASE OF YOUR COMPANY. | 10 MARKS |
| PORTFOLIO REQUIREMENTS | **EACH HEADING ON A SEPARATE PAGE** | 3 MARKS |
|  | **PROFESSIONAL LAYOUT** | 5 MARKS |
| FINAL SHAREHOLDERS’ REPORT | **PLEASE INSERT** | 5 MARKS |
| BUSINESS PLAN | **PLEASE INSERT THE FULL BUSINESS PLAN**  **INDICATE YOUR SECTION THAT YOU COMPLETED AND YOU WILL BE ASSESSED ON THAT SECTION** | 5 MARKS  10 MARKS |
| TOTAL |  | 200 MARKS |